

17 DEC 11 PM 3: 12

MEMBER / OFFICER POST-TRAVEL DISCLOSURE FOR THE CLERK

This form is for disclosing the receipt of travel expenses from a private source for travel taken in connection with a Member or officer's official duties. This form does not eliminate the need to report privately-funded travel on the Member or officer's annual Financial Disclosure Statement. In accordance with House Rule 25, clause 5, you must complete this form and file it with the Clerk of the House, B-106 Cannon House Office Building, within 15 days after travel is completed. Please do not file this form with the Committee on Ethics.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

1.	Name of Traveler: Sheila Jackson Lee
2.	a. Name of accompanying relative:
	b. Relationship to Traveler: ☐ Spouse ☐ Child ☐ Other (specify):
3.	a. Dates of departure and return: Departure: Nov. 16, 2017 Return: Nov. 19, 2017
	b. Dates at personal expense: None \[\subseteq \frac{\oldsymbol{or}}{2} \]
4.	Departure city: Washington, DC Destination: New Orleans, LA Return city: Houston, TX
5.	Sponsor(s) (who paid for the trip): Congressional Black Caucus Institute
6.	Describe meetings and events attended (attach additional pages if necessary): It was a policy conference
	that addressed issues that impacted the constituients of the 18th Congressional Dis
 7. 8. 	Attached to this form are EACH of the following (signify that each item is attached by checking the corresponding box): a. a completed Sponsor Post-Travel Disclosure Form; b. the Primary Trip Sponsor Form completed by the trip sponsor prior to the trip, including all attachments and Grantmaking or Non-Grantmaking Sponsor Forms; c. page 2 of the completed Traveler Form submitted by the Member or officer; and the letter from the Committee on Ethics approving my participation on this trip. a. I represent that I participated in each of the activities reflected in the sponsor's agenda. (Signify that statement is true by checking box):
For U.S priv	ertify that the information contained in this form is true, complete, and correct to the best of my wledge. I have determined that all of the expenses on the attached Sponsor Post-Travel Disclosure m were necessary and that the travel was in connection with my duties as a Member or officer of the . House of Representatives and would not create the appearance that I am using public office for rate gain. NATURE OF MEMBER:

☐ Original ☐ Amend	ment
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SPONSOR POST-TRAVEL DISCLOSURE FORM

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form must be provided to each House Member, officer, or employee who participated on the trip within 10 days of their return. You must answer all questions, and check all boxes, on this form for your submission to comply with House rules and the Committee's travel regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

Travel Destinat	tion(s): New	OKLEAN	s LA	
			,	f Return: Nov. 19, 2017
Name(s) of Tra	aveler(s): $\frac{5}{1}$	neila I	ackson	information is identical for each person listed.)
Actual amoun	t of expenses paid	on behalf of, or a	reimbursed to,	each individual named in response to Question 4:
	Total Transportation Expenses	Total Lodging Expenses	Total Meal Expenses	Other Expenses (dollar amount per item and description)
Traveler				
Accompanying Relative	7			
Relative		_		
All expenses co	onnected to the tri		l costs incurred	and not a per diem or lump sum payment. (Signi
All expenses constatement is true	ue by checking box): S /		and not a <i>per diem</i> or lump sum payment. (Signiete, and correct to the best of my knowledge.
All expenses constatement is true. I certify that the	ue by checking box): 🗹		ete, and correct to the best of my knowledge.
All expenses constatement is true. I certify that the Signature: V	e by checking box e information cont anessa L. Gl): \sqr ained in this form riddine	n is true, compl	ete, and correct to the best of my knowledge.
All expenses of statement is true. I certify that the Signature: Very Name: Organization:	e by checking box e information cont anessa L. Gi): 🛛	n is true, compl	ete, and correct to the best of my knowledge. Title:
All expenses of statement is true. I certify that the Signature: Very Name: Organization:	e by checking box e information cont anessa L. Gi): 🛛	n is true, compl	ete, and correct to the best of my knowledge.
All expenses constatement is true I certify that the Signature:	e by checking box e information cont anessa L. Gi): [V] rained in this form riddine med organizatio	n is true, compl	ete, and correct to the best of my knowledge.
All expenses constant and an officer Address:	e by checking box e information cont anessa L. Gl	ined in this form	n is true, compl	Title:

If you have questions regarding your completion of this form, please contact the Committee on Ethics at (202) 225-7103.

Version date 2/2013 by Committee on Ethics

TRAVELER FORM

Con Control of This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The complete form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection. Form (and any attachments) may be faxed by the Committee at (202) 225-7392, sent or delivered to the Committee at 1015 Longworth, or e-mailed to travel.requests@mail.house.gov.

YOUR COMPLETED REQUEST MUST BE SUBMITTED TO THE COMMITTEE NO LESS THAN 30 DAYS BEFORE YOUR PROPOSED DEPARTURE DATE. Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip

commences. You must receive e	explicit approval from the Committee before you depart on this trip.
Name of Traveler: Sheila	Jackson Lee
NOTE:	Willful or knowing misrepresentations on this form et to criminal prosecution pursuant to 18 U.S.C. § 1001.
I certify that the information best of my knowledge.	contained on both pages of this form is true, complete, and correct to the
Signature:	fur Jackson el
Name of signatory (if oth	ner than traveler):
For staff, name of emplo	ying Member or committee:
Office address: 2187 F	Rayburn House Office Building
Telephone number: 202-	225-3816
Email address of contact pers	on: ladedra.drummond@mail.house.gov
☐ Check this box if the spor appearance sponsored by t 30 days before the trip dep.	asoring entity is a media outlet, the purpose of the trip is to make a media hat entity, <u>and</u> these forms are being submitted to the Committee less that arture date.

NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.

KEEP A COPY OF THIS FORM. Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form please contact the Committee:

Committee on Ethics 1015 Longworth House Office Building Washington, DC 20515 (202) 225-7103 (phone) (202) 225-7392 (fax) Travel email: travel.requests@mail.house.gov

TRAVELER FORM

1.	Name of Traveler: Sheila Jackson Lee
2.	Sponsor(s) (who will be paying for the trip):
3.	Travel destination(s): New Orleans, LA
4.	a. Date of departure November 16, 2017 Date of return: November 19, 2017
	b. Will you be extending the trip at your personal expense? Yes No
5.	 a. Will you be accompanied by a relative at the sponsor's expense? ☐ Yes b. If yes: (1) Name of accompanying relative:
	(2) Relationship to traveler: ☐ Spouse ☐ Child ☐ Other (specify):
	(3) Accompanying relative is at least 18 years of age: ☐ Yes ☐ No
6.	 a. Did the trip sponsor answer "yes" to Question 9(d) on the Primary Trip Sponsor Form (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or foreign agent and you are requesting lodging for two nights)? ☐ Yes ☐ No b. If yes, explain why the second night of lodging is warranted:
_	
7.	Primary Trip Sponsor Form is attached, including agenda, invitee list, and any other attachments and contributing sponsor forms: Yes No NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.
8.	Explain why participation in the trip is connected to the traveler's <u>individual</u> official or representational duties. Staff should include their job title and how the activities on the itinerary relate to their duties.
	All members of the CBC are invited to serve as facilators, moderators and/or special guests during the policy conference meetings
	will impact the constituents of the li
9.	Is the traveler aware of any registe. It federal lobbyists or foreign agents involved in planning, organizing, requesting, and/or arranging the trip? Yes No
10.	FOR STAFF TRAVELERS:
	TO BE COMPLETED BY YOUR EMPLOYING MEMBER: ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL
	I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.
	Date:
	Signature of Employing Member

PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a Traveler Form <u>at least 30 days before the start date of the trip</u>. The trip sponsor should NOT submit the form directly to the Committee. The Committee Web site (ethics.house.gov) provides detailed instructions for filling out the form.

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips.

1.	Sponsor (who will be paying for the trip): Congressional Black Caucus Institute
2.	I represent that the trip will not be financed (in whole or in part) by a registered federal lobbyist or foreign agent (signify that the statement is true by checking box):
3.	 Check only one: I represent that: a. the primary trip sponsor has not accepted from any other source funds intended directly or indirectly to finance any aspect of the trip or b. the trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds or c. the primary trip sponsor has accepted funds from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities. If "c" is checked, list the names of the additional sponsors:
4.	Provide names and titles of ALL House Members and employees you are inviting. For each House invitee, provide an explanation of why the individual was invited (include additional pages if necessary): All 49 Members of the Congressional Black Caucus
5.	Is travel being offered to an accompanying relative of the House invitee(s)? Yes No
6.	Date of departure: November 16, 2017 Date of return: November 19, 2017
7.	a. City of departure: Washington, DC or Members' discretion
	b. Destination(s): New Orleans, LA
	c. City of return: Members' discretion
8.	I represent that (check one of the following):
	a. The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965: \square or
	 b. The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent: or c. The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event and lobbyist/foreign agent involvement in planning, organizing, requesting, or arranging the trip was de minimis under the Committee's travel regulations.
9.	Check one of the following:
	a. I checked 8(a) or (b) above:
	b. I checked 8(c) above but am not offering any lodging:
	c. I checked 8(c) above and am offering lodging and meals for one night: $\Box \underline{\rho r}$
	d. I checked 8(c) above and am offering lodging and meals for two nights: If "d" is checked, explain why the second night of lodging is warranted:

10.	 Attached is a detailed agenda of the activities the Hou an hourly description of planned activities for trip invi- 	ise invitees will be pa tees) (indicate agenda	rticipating in during is attached by checi	the travel (i.e., king box):
11.	 Check one: a. I represent that a registered federal lobbyist or employees on any segment of the trip (signify that b. N/A - trip sponsor is a U.S. institution of higher ed 	the statement is true l	ot accompany Housey checking box):	se Members or 1 <u>or</u>
12.	For <u>each</u> sponsor required to submit a sponsor form, or trip <u>and</u> its role in organizing and/or conducting the tri	lescribe the sponsor's p:	interest in the subje	ct matter of the
13.	. Answer parts a and b. Answer part c if necessary.			
		r 🛘 Other 🗏 (Spec		
	b. Class of travel: Coach D Business D First D	☐ Charter ☐ Other	(Specify:)
	c. If travel will be first class or by chartered or private	e aircraft, explain why	such travel is warra	anted:
14.	I represent that the expenditures related to local area recreational activities of the invitee(s). (signify that the	a travel during the tri statement is true by a	p will be unrelated hecking box):	to personal or
1 5.	 I represent that either (check one of the following): a. The trip involves an event that is arranged or organ that meals provided to congressional participants event attendees: 	are similar to those p	provided to or purc	hased by other
	 b. The trip involves events that are arranged specifical If "b" is checked: 	ly with regard to cong	ressional participati	on: 🛘
	1) Detail the cost per day of meals (approximate c	ost may be provided):		
	2) Provide reason for selecting the location of the	event or trip:		
	-			
16.	Name, nightly cost, and reasons for selecting each hote			
	Hotel name: Hilton Riverside	City: New Orleans	Cost per night:	79.00
	Reason(s) for selecting: Cost, location, meeting		·	
	Hotel name:	City:	Cost per night: _	
	Reason(s) for selecting:			
	Hotel name:	City:	Cost per night:	
	Reason(s) for selecting:			

17.	I represent tha	t all expenses	connected to	the trip	will be for	actual	costs	incurred	and no	t a per	diem	or I	ump
	sum payment.												•

18. TOTAL EXPENSES FOR EACH PARTICIPANT:

good faith estimates Expenses per Participant For each Member,		Total Lodging Expenses per Participant	Total <i>Meal</i> Expenses per Participant		
		537.00	N/A widely attended		
For each accompanying relative	25.00	N/A	N/A widely attended		

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or employee		
For each accompanying relative		

NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.

may be subject to erinimal prosecution pursuant to 18 0.5.C. § 1001.
Check one: a. I certify that I am an officer of the organization listed below. \blacksquare <u>or</u> b. N/A – sponsor is an individual or a U.S. institution of higher education. \square
I certify that I am not a registered federal lobbyist or foreign agent for any sponsor of this trip.
I certify by my signature that the information contained in this form is true, complete, and correct to the best of my knowledge.
Signature: Vanessa L. Griddine Name: Vanessa L. Griddine
Title: Executive Director
Organization: CBCI
Address: 413 New Jersey Ave, SE
Telephone number: 202-785-3634
Email address: vgriddine@cbcinstitute.org

If there are any questions regarding this form please contact the Committee at the following address:

Committee on Ethics
U.S. House of Representatives
1015 Longworth House Office Building
Washington, DC 20515
(202) 225-7103 (phone)
(202) 225-7392 (general fax)

Susan W. Brooks, Indiana Chairwoman Theodore E. Deutch, Florida Ranking Member

Patrick Meehan, Pennsylvania Trey Gowdy, South Carolina Kenny Marchant, Texas Leonard Lance, New Jersey

Yvette D. Clarke, New York Jared Polis, Colorado Anthony Brown, Maryland Steve Cohen, Tennessee



ONE HUNDRED FIFTEENTH CONGRESS

U.S. House of Representatives

COMMITTEE ON ETHICS

November 13, 2017

Thomas A. Rust Staff Director and Chief Counsel

Donna Herbert Director of Administration

Megan Savage Chief of Staff and Counsel to the Chairwoman

Daniel J. Taylor Counsel to the Ranking Member

1015 Longworth House Office Building Washington, D.C. 20515–6328 Telephone: (202) 225–7103 Facsimile: (202) 225–7392

The Honorable Sheila Jackson Lee U.S. House of Representatives 2187 Rayburn House Office Building Washington, DC 20515

Dear Colleague:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to New Orleans, Louisiana, scheduled for November 16 to 19, 2017, sponsored by the Congressional Black Caucus Institute.

You must complete a Member/Officer Post-Travel Disclosure Form and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. You must also report all travel expenses totaling more than \$390 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

Susan W. Brooks Chairwoman Theodore E. Deutch Ranking Member

SWB/TED:adw

Drummond, LaDedra

From:

Nakia Kelly < nkelly@cbcinstitute.org > Tuesday, September 26, 2017 5:04 PM

Sent: To:

'Nakia Kelly'

Subject:

CBCI's 21st Century Council 4th Quarter Meeting

Attachments:

Primary Trip Sponsor form NO- FINAL.pdf; 21CC Agenda_NOLA.docx

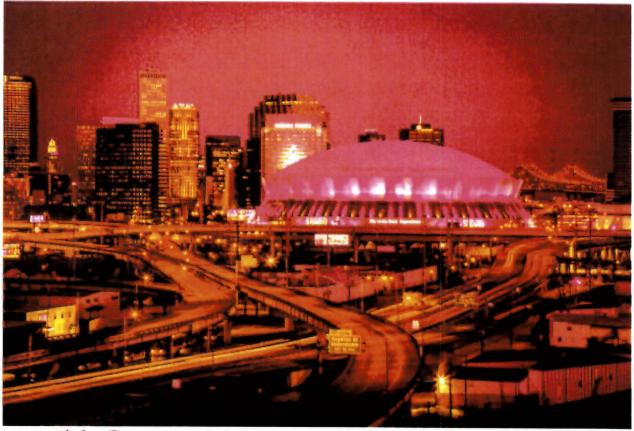
Good afternoon,

The 21st Century Council's 4th Quarter Meeting hosted by the Congressional Black Caucus Political Education and Leadership Institute (CBCI), will be held Thursday, November 16 – 19, 2017. In compliance with the Committee on Ethics, attached are the required documents for your Member's attendance. The forms must be completed and returned to Ethics 30-days before the start of the trip. October 16, 2017, is the deadline for submission.

For more information, please contact the Institute at 202.785.3634.

Vanessa L. Griddine, LL.M, Executive Director | VGriddine@CBCInstitute.org Nakia P. Kelly, Event Planner | NKelly@CBCInstitute.org





4th Quarter Meeting in New Orleans, LA November 16 - 19, 2017

Host Hotel:
Hilton New Orleans Riverview
2 Poydras Street
New Orleans, LA 70130

For more information, contact Vanessa Griddine or Nakia Kelly at 202 785 3634. Kindly respond as soon as possible, but not later than September 29, 2017 re; your attendance.



4th Quarter Meeting
Hilton New Orleans Riverside
New Orleans, LA
November 16 - 19, 2017
"New Dawn, New Day, New Direction"

Thursday, November 16, 2017

3:00 PM - 8:00 PM

Registration

5:30 PM

Meet in the lobby of the to depart for private reception

6:00 PM - 9:30 PM

Opening Reception

11:00 PM

Join us in the Hospitality Suite

Friday, November 17, 2017

8:00 AM - 12:00 PM

Registration

8:30 AM - 9:45 AM

Open Policy Discussion Breakfast

8:30 AM - 9:30 AM

CBCI Board of Directors Meeting | TBA Room *CBCI Board Members Only*

9:35 AM- 10:10 AM

Executive Committee Meeting

10:15 AM - 10.35 AM

Energy Session

10:40 AM - 11:00 AM

Session

11:15

Meet in Lobby to depart on Sugar Tour

11:30 AM - 5:00 PM

Policy Discussion (Farm Bill) - Sugar Tour Raceland Farms and Mill

6:30 PM

Meet in the hotel lobby at 6:30 PM to depart for dinner

7:00 PM - 9:30 PM

Policy Dinner | The George & Leah McKenna Museum of African American Art |

2003 Carondelet Street | New Orleans, LA 70130

7:00PM - Pre-Dinner; 8:00PM - Dinner

Saturday, November 18, 2017

8:30 AM - 9:45 AM

Open Policy Discussion Breakfast

10:00 AM - 10:45 AM

Oil and Gas Session

10:45 AM - 11:45 PM

Trade Session

12:00 PM - 1:00 PM

Work Group Sessions

Nutrition/Healthcare | Transportation/Infrastructure | Financial Services | Education | Hospitality | Environment/Conservation/Energy | Manufacturing |

Technology/Communications

1:30 PM-3:00 PM

Working Policy Lunch - Members' Roundtable

4:00 PM - 6:00 PM

Dinner on your own

Sunday, November 19, 2017

Depart

1:00

Saints Game (At Personal Expense)



21st Century Council 4th Quarter Meeting Hilton New Orleans Riverside New Orleans, LA November 16 - 19, 2017

Thursday, November 16, 2017

3:00 PM - 6:00 PM

Registration | Foyer of the Port Room, Riverside Bldg.

7:00 PM

Join us in the Hospitality Suite | Conrad Room 2737, Main Bldg.

Friday, November 17, 2017

8:00 AM - 12:00 PM	Registration Foyer of the Port Room, Riverside Bldg.
8:30 AM - 9:45 AM	Open Policy Discussion Breakfast Compass Room, Riverside Bldg.
8:30 AM - 9:30 AM	CBCI Board of Directors Meeting Bridge Room, Riverside Bldg. *CBCI Board Members Only*
9:35 AM - 10:00 AM	Executive Committee Meeting Port Room, Riverside Bldg.
10:15 AM - 10.35 AM	Energy Presentation Energy cost solutions-Low Income Home Energy Assistance Program (LIHEAP) Port Room, Riverside Bldg. Marcus Brown, Entergy
10:45 AM - 11:15 AM	Environmental Presentation Risk- Based Approaches to Groundwater Contamination Cleanup in Minority communication Port Room, Riverside Bldg. Steve Henshaw, EnviroForensics
11:15 AM	Meet on the 1 st floor in front of the concierge desk to depart for Raceland Sugars **attire – jeans and closed toe shoes** (transportation will be provided)
11:30 AM - 4:15 PM	Policy Discussion, Lunch and Mill Tour Raceland Sugars
4:15 PM	Return to the Hilton Riverside Hotel

6:30 PM

Meet on the $1^{\rm st}$ floor in front of the concierge desk to depart for the reception

(transportation will be provided)

7:00 PM - 8:30 PM

Welcome to New Orleans Reception | off-site at a private residence

9:00 PM

Join us in the Hospitality Suite | Conrad Room 2737, Main Bldg.

Saturday, November 18, 2017

8:00 AM - 9:30 AM

Open Policy Discussion Breakfast | Compass Room, Riverside Bldg.

10:00 AM - 11:00 AM

Presentation - American Waterways Operators

The American Waterways Operators is the national advocate for the U.S. tugboat,

towboat and barge industry, which serves the nation as the safest, most

environmentally friendly, and most economical mode of freight transportation-

ONSITE tugboat tour | Port Room, Riverside Bldg.

Jennifer Carpenter, AWO

11:00 AM - 11:15 AM

Break

11:30 AM - 12:15 PM

Technology Panel - "Smart Cities" | Advantages for African-American

and Minority Communities | Port Room, Riverside Bldg.

12:30 PM - 2:00 PM

Working Policy Lunch | Healthcare Presentation | Balanced Calories Initiative

Decreasing Sugar from the American Diet | Port Room, Riverside Bldg.

Patrice Webb and Franklin Davis, American Beverage Association

2:00 PM - 2:15 PM

Break

2:30 PM - 3:30 PM

Members' Roundtable- Legislative Priorities | Port Room, Riverside Bldg.

3:30 PM - 4:30 PM

Work Group Sessions | Port Room, Riverside Bldg.

Nutrition/Healthcare | Transportation/Infrastructure | Financial Services Education

Hospitality | Environment/Conservation/Energy Manufacturing

Technology/Communications

Sunday, November 19, 2017

Depart

Drummond, LaDedra

From:

Reta Jo Lewis <congressionalaffairs@gmfus.org>

Sent:

Monday, December 04, 2017 9:30 AM

To:

Drummond, LaDedra

Subject:

2018 Congress Bundestag Forum - Save the Date

If you have problems viewing this email, you can view it as a web page. To view the mobile-friendly web page click here



The Congress-Bundestag Forum (CBF) is an annual parliamentary exchange sponsored by The German Marshall Fund of the United States (GMF) and the Robert Bosch Stiftung since 2003. The Forum brings together members of the German Bundestag and members of the U.S. House of Representatives for a series of discussions on areas of mutual concern. CBF alternates location each year between the United States and Germany.



Robert Bosch Stiftung